



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR CASHIER

Class No. 002513

■ CLASSIFICATION PURPOSE

To supervise staff in performing fiscal duties in receiving, recording, verifying, and accounting for checks and county warrants, payment of tax bills, building permit fees, and deposits from other county offices; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Senior Cashier is the highest level of the two cashier classes. Under general direction, supervises fiscal and clerical personnel in receiving, recording and verifying accounts and warrants paid and/or disbursed; and performs the more difficult fiscal work. This class is distinguished from the next lower class, Cashier, in that the latter performs entry-level cashing, receiving, and disbursing of large sums of money. Senior Cashier differs primarily from Intermediate and Senior Account Clerks and Accounting Technicians in that the former receives and disburses monies and verifies accounts and warrants, while the latter perform clerical accounting and bookkeeping transactions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Supervises and assists cashiers in all phases of: processing payments on tax bills, licenses, permits, or receiving, verifying, and recording deposits from banks and other county offices.
2. Ensures the security of all cash.
3. Plans cashier operations and assignments.
4. Reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable statutes.
5. Posts fiscal information to records.
6. Gives information to the public or interdepartmental representatives in situations where judgment and interpretation of departmental policies and regulations are required.
7. Trains, assigns, and evaluates the work of subordinates.
8. Accepts fees and maintains records.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Proper validation, endorsement, and signing of checks, money orders, and other common negotiable instruments.
- Common methods of balancing cash and checks against records of receipt.
- Supervisory and training practices and procedures.
- Office practices and procedures.
- Telephone, office and online etiquette.
- County accounting and data processing systems.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise and train staff.
- Receive and distribute large amounts of cash with accuracy.
- Post information to various records and accounts accurately.
- Prepare statistical reports.
- Perform arithmetic calculations rapidly and accurately.
- Operate a complex electronic cashiering system.
- Operate a ten-key adding machine rapidly and accurately.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years as a Cashier in the County of San Diego, OR
2. Three (3) years of cashiering experience with responsibility for over-the-counter receipts, posting, adjusting and verifying accounts or warrants received and/or disbursed. At least two years of experience must have been supervising personnel who receive and disburse large sums of cash.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Some positions may require typing at least 30 WPM.

An original unaltered typing certificate (no photocopies) for at least 30 net words per minute with a maximum of 5 errors must be attached to the application. The typing test must be for at least five minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number or errors.

Requires the ability to operate a ten-key adding machine by touch.

Employees must be bondable.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 25, 1982
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Senior Cashier (Class No. 002513)

Union Code: MM

Variable Entry: Y